

Clerical and Other Branch
General Clerical Group
Court Liaison Series

COURT LIAISON CLERK

09/91

Summary

Under general supervision, acts as liaison between the court(s) and Police Department and performs related duties as required.

Typical Duties

Maintains court availability information for Police Officers; obtains information regarding the status of scheduled court appearances; receives advanced notice from District and County Courts of cases that are dismissed, continued or plead and makes information available to subpoenaed officers; checks trial status in all courts when requested by officers; keeps records of notifications and cancellations of officer's appearances in court; picks up subpoenas and other correspondence from the courts; attends county court docket sessions to obtain information on court trials; assists prosecuting attorneys (all courts) in locating officers on short notice for pre-trial conferences and court trials not included.

Inspects personnel rosters on a regular basis for any transfers or reassignment of personnel; maintains index card file of current information of Police Officers' addresses and phone numbers; updates the personnel rosters in the District and County Attorney's Office to reflect schedule changes of Police personnel; notifies subpoenaed Police Officers by telephone, inter-office memo or other means when Officer's appearance is not required in court; advises Officer's supervisors in writing when Officers miss court appearances using the proper forms and routing through proper channels.

Receives court overtime cards turned in by Police Officers; checks overtime cards for accuracy, corrects errors and logs them in overtime record log book; signs and authorizes overtime cards and routes them to Officer's Division through proper channels; advises Officers when they are not entitled to overtime pay using procedures manual and current Policy-City contract as basis for denial; keeps records of overtime (court).

Sorts and files material alphabetically, numerically or by other means; explains departmental policies and procedures.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. including courses in commercial subjects and four years of progressively responsible experience in the performance of diversified clerical duties, including one year of responsible court clerical work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of office practices and procedures; good knowledge of business English, spelling and arithmetic; good knowledge of court procedures and records.

Ability to orally express oneself clearly and concisely; ability to prepare schedules; ability to make arithmetical computations; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain files; ability to keep complex records and make reports.

Skill in the operation of a CRT; good typing skills.

Director of Personnel

Department Head